Attaching and Submitting a Filing

Disclaimer
These instructions are written to assist filers in the preparation and process of filing electronically. The instructions are intended as general guidance and should not be relied on as definitive or a substitute for the EDGAR Filer Manual. *http://sec.gov/info/edgar/edmanuals.htm*

After you have created your ASCII (text) and/or html document(s), you must log-in to the **EDGAR Filing Web Site at: https://www.edgarfiling.sec.gov** and select the **EDGARLink Online Form Submission link.**

Select the desired submission types from the "Submission Types" list, and then click the "Go to Form" button.

Main Page:

On the "**Main page**" fill in all required (CIK, CCC, Submission Type and Period) and any optional fields you want. The required fields are usually marked with an **asterisk (*).**

Document Page:

ADD YOUR DOCUMENT by clicking on the "**Documents Tab**" on the Main Page. You will go to the Documents screen where you can add the document(s) (click on the "**Add Document** button"; then click the "Choose Attachments," browse for your file; highlight it, select Open.) Once the name of your file is filled in the "File Name field," you must add the type (10-Q, 10-k, SC 13G ...... e.g...) in the "**Type field**".

***If you have any cover letters, correspondence or exhibits repeat the instructions above to attach additional documents to the template.

The Document screen will also allow you to *delete* and *view* each document by using the buttons on the top.

Notification Page:

You may add multiple e-mail addresses where you would like a notification message sent.

Click the **Notifications** tab to add e-mail addresses.

Enter the e-mail address of anyone else that you want to be notified of the status of your filing (e.g. submission was accepted or suspended).

After you submit the filing, EDGAR will automatically send notification messages to the e-mail addresses associated with the Login CIK, Submission Contact and Primary Issuer.

Module/Segment Page:

A module or segment is information that is stored on the non-public data storage area of EDGAR. Information about creating module and segment documents is covered in Section 5.3 Preparing or Referencing Module and Segment Documents.

EDGAR treats the module/segment as your private information, and stores it on our database according to your CIK.

Validation:

You can validate the attachment for errors by selecting the <u>check box</u> corresponding to the attachment and clicking on the "**Doc Validation**" button. If errors are found after Doc validation is performed, EDGARLink Online displays the number of errors in the Errors field.

If errors are found after validation is performed, EDGARLink Online displays the numbers of errors in the "Errors" field on the Attached Documents List page. You can <u>click the value in the Errors</u> field of each validated document to view the validation errors, if any.

Submit:

Submitting your Filing
To submit your filing click the "**Submit**" button to transmit your submission to EDGAR for processing.

EDGAR will automatically validate your submission information. If there are errors, EDGAR will provide the list of error messages for this validation. These error messages will be shown in red and display a "red **x**" icon next to the field names to indicate which fields contain invalid information. You must correct the errors on each page.

EDGARLink Online Tool Bar

The tool bar located in the upper block of the screen helps you perform basic functions like save, restore, print, submit, exit and view EDGARLink Online help. The following list displays the buttons and explains what function the button performs:

Icon	Tool Bar Functions Explanation
SAVE	The [SAVE] button saves the current submission to your local drive. This will enable you to save a partially completed submission on your computer. If you click this button, your submission fields and attached documents are saved into one file. EDGARLink Online will add an **.eis** extension to the file name. You can retrieve this file using the [RESTORE] button.
PRINT	The [PRINT] button prints all the submission tabs, with and without information entered: ● The visible text contained in the fields will print. ● Submission documents will not be printed. For more information on printing submission documents; see Section 7.3.4.11, Printing Documents.
SUBMIT	The [SUBMIT] button transmits your submission to EDGAR for processing. When you click the [SUBMIT] button, EDGAR will automatically validate your submission information. If there are errors, EDGAR will provide the list of error messages for this validation. These error messages will be shown in red and display a "red x" icon next to the field names to indicate which fields contain invalid information. You must correct the errors on each page.
RESTORE	The [RESTORE] button allows you to retrieve a previously saved submission. When you click the [RESTORE] button it opens the Restore File window that lets you locate your previously saved submission.
HELP	The [HELP] button opens a window displaying the EDGAR Filer Manual (Volumes I and II)

EXIT	The [EXIT] button exits the current submission and opens the EDGARLink Online Submission Type Selection page. Any data entered will be discarded.

Note: The [Help] button activates the help functions. If you need help as you are completing your submission, you can access the help files to assist you in the process.

Note: Please use the EDGAR Filer Manual (Vol. II) *http://www.sec.gov/info/edgar/edgarfm-vol2-v22.pdf* as your reference and see section "7. PREPARING AND TRANSMITTING EDGARLINK ONLINE SUBMISSIONS" for a complete overview.